



## To Be Considered

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include **ALL** of the following:

- Candidate's ability to meet the requirements as stated in the Ideal Candidate, Qualifying Education, Experience and License, and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: [ExecutiveRecruitment@hr.lacounty.gov](mailto:ExecutiveRecruitment@hr.lacounty.gov).

Please indicate the position title of Chief Deputy, Coroner in the subject line of your e-mail. Materials received by September 18, 2013, will receive first consideration. Electronic submittals are preferred. Confidential inquiries welcomed to:

Laura Heaton  
Department of Human Resources  
Phone: (213) 974-2674  
e-mail: [lheaton@hr.lacounty.gov](mailto:lheaton@hr.lacounty.gov)  
Fax: (213) 613-4773

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

Recruitment  
Services provided by:



## Compensation and Benefits

**ANNUAL SALARY: \$123,643 - \$187,143 (MAPP RANGE R15).** This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

**Benefits:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

**Retirement Plan** – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

**Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.

**Non-Elective Days** – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.

**Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

**Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

**Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

**Holidays** – Eleven paid days per year.

### SPECIAL INFORMATION

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

**VOLUNTARY STATE AND FEDERAL INFORMATION** — Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.



Career Opportunity  
County of Los Angeles

## CHIEF DEPUTY, DEPARTMENT OF CORONER



World Class



Cutting Edge



Dedicated



Rich in History



Annual Salary: \$123,643 to \$187,143 (MAPP Range 15)

Filing Period: August 20, 2013 — until position is filled



## The County of Los Angeles

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) major administrative units or departments that currently serve the needs of the County’s residents.

The County’s annual budget for fiscal year 2013-14 is \$25 billion, with funding for approximately 100,000 positions to serve its diverse population.

### Leadership

As an employee of the Los Angeles County Department of Coroner, you are critical to the mission of a well respected, world-class agency.

With the recent retirement of Lakshmanan Sathyavagiswaran, M.D. (Dr. Lakshmanan), the County of Los Angeles welcomes Mark A. Fajardo, M.D. as its newly appointed Chief-Medical Examiner/Coroner.

Under Dr. Fajardo’s leadership, the organization will continue to build upon its numerous successes, advancements and achievements made under the fine leadership of Dr. Lakshmanan and the cadres of dedicated employees who help fulfill the department’s mission.

We invite you to become part of an organization rich in its history, yet inclusive and embracing of continued groundbreaking practices, innovative strategies, and achievements to best serve one of the most culturally diverse populations in the world.

## Department of Coroner



The Department of Coroner investigates and determines the circumstances, manner and cause of all violent, sudden or unusual deaths occurring within the County. Each year approximately 18,000 cases are reported to the Coroner, of which about half fall within the Coroner’s jurisdiction. The Coroner conducts about 5,700 autopsies per year, making it one of the largest such offices in the world. The Los Angeles County coroner’s office is one of the most technologically advanced coroner’s office in the world, due to the complex and

high profile cases they are tasked with investigating.

For fiscal year 2013-14, the department has a budget of over \$31 million with 216 budgeted positions. The Department is divided into five bureaus, each handling a portion of the responsibilities of the Coroner. The bureaus are Administration, Forensic Laboratories, Forensic Medicine, Public Services, and Operations. The Operations Bureau incorporates the Investigations, Forensic Photo and Support, and Forensic Services divisions.

Construction of a new 500 body capacity crypt facility has been completed, which dramatically expands decedent storage and improved health and safety. Renovation of an existing building is addressing critical needs, improving efficiency, creating additional doctor and autopsy space, and improving the health and safety of employees.

### The Position

The Chief Deputy, Coroner reports directly to the Chief Medical Examiner/Coroner. The position is distinguished by its executive and administrative responsibility in assisting with planning, organizing, and directing the administrative operations of the department. The Chief Deputy, Coroner is responsible for the overall coordination and management of the operations bureaus that provide services for the department, with particular emphasis and responsibility for duties by the Administration Bureau, Operations Bureau and Forensic Laboratories Bureau.

### Key Issues and Opportunities

The Chief Deputy will be instrumental in promoting a work environment which embraces innovative business solutions and technology; industry best practices and strategies. As such, opportunities exist for the right individual to enhance the department’s current business model, strategies, and existing practices.

Examples of key issues and opportunities for fiscal year 2013-14 include, but are not limited to:

- Upgrading the Coroner’s electronic case tracking system;
- Implementation of a DNA Laboratory to provide services to the public and outside agencies;
- Reaccreditation of the Forensic Laboratory by the American Society of Crime Laboratory Directors/ Laboratory Accreditation Board to meet International Standards Organization - 17025 standard;
- Updating the specimen tracking, morgue management, and case folder processes; and,
- Strengthening staffing levels.



## CHIEF DEPUTY, DEPARTMENT OF CORONER

### The Ideal Candidate

The ideal candidate will have an outstanding track record and reputation for success; someone with proven leadership skills and demonstrated management experience in a complex, public sector environment. This individual must have a strong administrative and financial management background, particularly in the areas of budgetary control and human resources management.

The ideal candidate must also be able to manage the day-to-day operations of the department, and have a strong commitment to providing accountability and transparency. He or she must demonstrate integrity and practice sound management and decision making. Of particular importance will be the ability to maintain a culture of innovation, cost-effectiveness, and quality of service.

Candidates should also be proactive, approachable, and effective in building the necessary partnerships for the department’s success, with a variety of groups and individuals such as elected officials, State and federal counterparts and the media.

Strong analytical and organizational skills, and the ability to communicate effectively, both verbally and in writing, with diverse stakeholders are also a must for successful job performance.

### Examples of Duties

- Formulate department administrative policy, direct execution and evaluate work accomplished.
- Provide administrative leadership, oversight and accountability for the fiscal, budget, personnel, and other administrative functions of the Department.
- Assist in directing the development and implementation of changes in organization, staffing, work processing, and management information systems to increase department effectiveness and efficiency and reduce administrative costs.
- Assist in the formulation and implementation of the Department’s vision, mission and strategic plan; provide leadership to management staff and work in a team environment to meet short and long-term departmental goals.
- Assist in enforcing federal, State and local laws regarding death investigations.
- Maintain cooperative relations with other County departments, law enforcement agencies, outside agencies, hospitals, medical schools and professional societies.
- Maintain positive relations with the public and the news media; may conduct press conferences.
- Assist in making periodic reports to the Board of Supervisors regarding the accomplishments of the Department.

### Qualifying Education, Experience, and License

A Bachelor’s degree from an accredited college or university -and- four years of progressively responsible management experience with demonstrated experience managing, through subordinate managers or high level supervisors, a major segment of a public services operation. Including such responsibilities as planning and directing the operations and administrative functions of budget, fiscal, information systems, contracts and personnel services.

A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

### Desirable Qualifications

- Demonstrated ability to perform management activities, including goal setting, budget management, human resources, strategic planning, and the formulation and implementation of department policy.
- Demonstrated experience in leadership, motivation, building consensus and implementing changes in an organization undergoing reorganization and restructuring.
- Knowledge of federal, State, and local ordinances, regulations, and laws governing death investigations.
- Demonstrated ability in interpersonal skills to tactfully handle highly sensitive issues pertaining to the loss of life.
- Demonstrated experience in the oversight of capital projects and improvements in a public-sector organization.
- Demonstrated experience collaborating with key stakeholders, such as public officials, board deputies, executives, members of the community, and the media, to advance the department’s agenda and business strategies
- Excellent verbal and written communication skills.

### The Selection Process

Each candidate’s background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the selection process.

NOTE: A background investigation will be completed on the candidates recommended for this position.

